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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Security

DATE: FEB 23 1955

FROM : Assistant Director for Communications

SUBJECT: Field Inspections of Communications Installations

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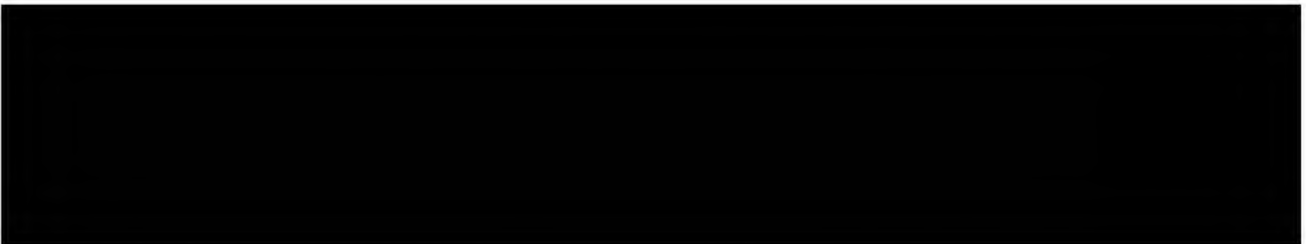
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1. In a recent discussion with members of the Inspection Staff, SO, Mr. [REDACTED] of the Office of Communications was advised that a series of field inspections, which will be conducted by Inspection Staff personnel in the near future, could be expanded to include inspections of communications areas, if so desired by the Assistant Director for Communications.

2. It is proposed that the contemplated inspection program be considered a joint Security Office - Office of Communications inspection whenever a communications installation is concerned. If cover permits, the communications area security officer jointly will inspect all such locations together with the Inspection Staff personnel. It is believed such a program will be mutually beneficial and will unquestionably result in improved security conditions in the field.

3. If the proposed joint inspection program is acceptable to you, it is suggested that early conferences be held in order to determine the specific stations to be covered and the scheduled dates of inspection. Such planning is necessary in order that the communications area chief concerned may be notified well in advance of each trip so that he and his area security officer can provide suitable briefings for the inspectors and plan to participate in the inspection whenever possible.

4. The specific security aspects in which the expert technical knowledge of the Inspection Staff personnel could be of value are as follows:



c. Recommending specific detection and/or alarm systems for each station if appropriate, providing explicit advice on supply nomenclature for ordering, and briefing on installation techniques and problems.

d. Modification of all Remington Rand file cabinets which are still not secure.

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e. Internal checking of the locking mechanism for all combination locks, and approval of all key locks used for security purposes. Approval of all vaults.

f. Recommending specific techniques and devices for emergency destruction of cryptomaterial at each station, and reviewing the destruction plans formulated by the communicators. Providing briefing on the most effective techniques for use of the E12R1 for paper and the M1A1 for equipment.

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5. If information or assistance is required at Headquarters prior to the departure of the inspectors, it is suggested that they obtain the assistance of Mr. [REDACTED] of the Communications Security Division, extension 2972.

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